

Oregon State University, Child Development Center Parent Handbook

This handbook outlines the policies and procedures of the Oregon State University Child Development Center Pre-K program. It serves as a valuable resource for families—please refer to it whenever you have questions about our program. You can access the handbook online at: <https://health.oregonstate.edu/child-development-center/parents>

Table of Contents

Page

2	A Note from the Director
3	Introduction to the Child Development Center
4	Staff Directory
5	Vision & Mission
6	Guiding Principles for Early Learning
8	Application and Enrollment Procedures
9	Policies: <ul style="list-style-type: none">• Cell phone usage• No Food from Home• Birthday Celebrations• Holiday's• Reporting Child Abuse and Neglect• Guidance and Discipline• Code of conduct – Expectations for all adults• Confidentiality• Student Records• Concerns or Complaints• Field Trips• Parking
15	Emergency Contact & Arrival/Departure Plans
16	Inclement weather/school closures
17	Education Services
17	Nutrition Services
18	Health & Safety Services
20	When to stay Home from Preschool
21	Family Services
22	Non-Discrimination Statement

OSU Child Development Center

110 SW 26th Street
Oregon State University
Corvallis, Oregon
Phone: 541-737-8261 Fax: 541-737-5579

Dear Parents,

Welcome to the Child Development Center at Oregon State University! We're delighted to have you join our preschool, student training, and research program. The Child Development Center has been part of the College's programs since 1926. While our appearance has evolved over the years, our commitment remains steadfast: to provide exemplary programs for young children and their families, meaningful educational experiences for students, and research that promotes child and family well-being.

Our goal is to foster your child's social development in a caring and supportive environment. We encourage children to explore and discover the world around them in developmentally appropriate ways that help them thrive and meet early childhood milestones. We're excited to have you join us on this journey.

The OSU Child Development Center meets a variety of high-quality standards. We are:

- **Licensed** by the Oregon Child Care Division
- **Accredited** by the National Association for the Education of Young Children (NAEYC), the nation's largest organization of early childhood educators. This voluntary accreditation involves a rigorous internal self-study and external professional review to ensure compliance with criteria for high-quality early childhood programs
- **Rated 5 Stars** by Oregon's Quality Rating Improvement System
- A **grantee** of the Oregon Department of Early Learning and Care Oregon Head Start Prekindergarten Program
- A **participant** in and grantee of the Oregon Department of Education's Child Nutrition Program (CACFP)

Reports concerning the OSU Child Development Center facility and Child Care Certification rules are available for inspection. For more information, please contact Kathleen McDonnell, Director.

Reports on file include:

- Fire Marshal Inspection
- Health Department Sanitation Report
- Child Care Division License

These regulations, along with your child's interests and needs, guide our program's policies and procedures. This handbook will provide additional details. Please don't hesitate to reach out with any questions.

Best wishes to you and your family for a wonderful year ahead. Stay well and stay healthy!

Warmly,

Kathleen McDonnell, Director

Welcome to the OSU Child Development Center

All are welcome! The OSU Child Development Center offers a high-quality preschool program serving both **Head Start and tuition-paying families in our community**. We believe children learn best through purposeful, developmentally appropriate play—building essential skills and laying the foundation for lifelong learning.

About Head Start & OHSPK

Head Start is a federally funded program through the U.S. Department of Health and Human Services. It provides comprehensive early childhood education, health, nutrition, and parent involvement services to low-income children and their families.

The **Oregon Head Start Prekindergarten Program (OHSPK)** was established by the Oregon Legislature in 1987 to expand access to Head Start services for eligible families. OHSPK follows the same rigorous performance standards as the federal Head Start program. and offers:

- Social services
- Medical and dental screenings and referrals
- Additional opportunities for children and families

If your child is enrolled in Head Start, your active participation and commitment to the expectations outlined in this handbook are essential. These shared responsibilities help ensure your child receives the full benefit of the Head Start educational experience.

Partnership & Participation

We believe in building strong partnerships between families and educators. As your child's guardian, you will be invited to attend an orientation meeting prior to their first day of class. During this meeting, you'll be asked to sign a **"Declaration of Understanding,"** affirming your commitment to the following Head Start requirements:

- Attend **two Parent Conferences** during the school year
- Participate in **two Home Visits** with your child's teacher
- Ensure **daily attendance**, unless your child is ill
- Bring your child to school **on time** and stay until dismissal
- Complete at least **two Home Visits** with a Family Service Worker
- Collaborate on and review the **Family Assessment** throughout the year
- Maintain **ongoing communication** with Family Service Workers and teachers to support your child's learning and family goals

By signing the "Declaration of Understanding" you affirm your dedication to these responsibilities—ensuring your child has every opportunity to thrive in the Head Start program.

For more information, contact **Celeste Scott** at **541-737-0792**

OSU Child Development Center Staff Directory

Name	Position	Office	Email	Phone
Program Leadership				
Kathleen McDonnell	Director	109	kathleen.mcdonnell@oregonstate.edu	737-2516
Dana Crawford	Assistant Director, Health Coordinator	130	dana.crawford@oregonstate.edu	737-1901
Celeste Scott	Education Program Specialist	104	celeste.scott@oregonstate.edu	737-0792
Education Staff				
Sarai Gallardo	Head Teacher	105	sarai.gallardo@oregonstate.edu	737-8261
Lily Volger	Assistant Teacher	105	lily.volger@oregonstate.edu	737-8261
Irasema Salinas	Head Teacher	115	salinair@oregonstate.edu	737-1098
Sea Chu	Assistant Teacher	115	sea.chu@oregonstate.edu	737-1098
Alexus Geampa	Head Teacher	117	geampaa@oregonstate.edu	737-1099
Kimberly Coke	Assistant Teacher	117	kimberly.coke@oregonstate.edu	737-1099
Monica Alvarez Rivera	Assistant Teacher	Front Desk	alvarem5@oregonstate.edu	737-8261
Parent Policy Council				
Hope Yarbrough	President	n/a	Hwilcox133@gmail.com	737-8261
Jessica Porter	Vice President	n/a	Jessicastokes1990@gmail.com	737-8261
TBD				
Faculty Board:				
The Faculty Board consists of Early Childhood faculty from the college of Health.				

Vision statement

The Child Development Center discovers and disseminates knowledge that contributes to the optimal development and well-being of young children and their families.

Mission Statement

The OSU Child Development Center, housed within the Department of Human Development and Family Sciences, is dedicated to advancing early childhood education through a holistic, inclusive, and research-informed approach. We believe that nurturing children, supporting families, and educating future professionals are interconnected efforts that build stronger communities and brighter futures.

Mission

The mission of the OSU Child Development Center is to advance the well-being of children, families, and communities through a threefold commitment to education, research, and service.

- **Education:** We foster the social, emotional, intellectual, and physical development of 3- and 4-year-old children through a play-based, exploratory curriculum in a nurturing environment. Provide a developmentally appropriate preschool experience for 3- and 4-year-old children, honoring their age, cultural background, and individual needs
- Prepare undergraduate students for careers in early childhood development and family services through hands-on professional training
- **Research & Discovery:** We support ethical, faculty-led and student-driven research that deepens understanding of child development and family dynamics. All research activities are conducted with full transparency and require informed consent from participating families.
- **Service & Outreach:** As part of the College of Public Health and Human Sciences, we are committed to serving the Corvallis community by connecting families to resources, supporting parenting and advocacy, and contributing to a network of services that promote healthy development and lifelong learning. Generate and share knowledge on family-centered early childhood programs with a statewide audience. Empower parents as primary educators and advocates by offering meaningful educational opportunities and support. Strengthen family well-being by fostering community connections, shared interests, and access to essential resources. Promote intergenerational engagement through collaborative participation in program activities

Together, these pillars reflect our belief that children thrive when learning is collaborative, inclusive, and rooted in strong family and community partnerships

Guiding Principles for Early Learning at OSU CDC

Kindergarten Readiness & Learning Domains

At the Oregon State University Child Development Center (OSU CDC), we follow a comprehensive set of expectations that guide our approach to early childhood education. Our curriculum is rooted in three key frameworks:

- **Head Start Early Learning Outcomes Framework:** Our educational program is aligned with **Oregon’s Early Learning and Kindergarten Guidelines**, which outline developmental standards for children ages 3-6 across five key domains.
- **The Creative Curriculum® for Preschool:** We implement the *Creative Curriculum*, a comprehensive, research-based program for children ages 3–5. It is play-based and emphasizes exploration and discovery as central to learning.
- **Teaching Strategies GOLD (TSGOLD) Objectives:** TSG is an online assessment system integrated with the Creative Curriculum. It supports inclusive evaluation for:
 - English language learners
 - Children with disabilities
 - Children exceeding typical developmental expectations

Teachers assess children **three times per year** using TSG to monitor growth and inform instruction.

- **Ages & Stages Questionnaire (ASQ)** Each year, families are encouraged to complete the ASQ—a parent-completed screening tool that tracks developmental progress and helps identify children who may benefit from early intervention services.

Together, these tools reflect our beliefs about how children grow, develop, and learn. Their shared purpose is to support the overall well-being of young children, foster meaningful learning experiences, and ensure each child is school ready.

Head Start defines school readiness as the development of the skills, knowledge, and attitudes children need to succeed—not just in school, but throughout life.

- Children are prepared to thrive in school
- Families are equipped to support their child’s learning
- Schools are ready to welcome and nurture every child

The Five Central Domains of Learning

Our curriculum is organized around five core domains that shape a child’s development:

1. **Approaches to Learning:** How children engage in learning through curiosity, persistence, and focus

This domain includes behaviors and skills such as:

- Emotional, behavioral, and cognitive self-regulation
- Initiative, curiosity, and creativity

2. Social and Emotional Development Building relationships, self-awareness, and emotional regulation

This domain supports children in building meaningful relationships and managing emotions. It includes:

- **Social development:** forming connections with peers and adults
- **Emotional development:** expressing, recognizing, and responding to emotions Strong social-emotional skills are vital for mental health and lifelong well-being.

3. Language and Literacy: Listening, speaking, reading, and writing skills

Language and literacy are distinct yet interconnected areas:

- **Language development** includes receptive (listening and understanding) and expressive (speaking and communicating) skills
- **Emerging literacy** lays the foundation for reading and writing Preschoolers begin to understand the differences between spoken and written language and how they relate.

4. Cognition: Thinking, reasoning, memory, and problem-solving

- As children grow, they begin to engage in more complex mathematical and scientific thinking, helping them make sense of the world around them.

5. Perceptual, Motor, and Physical Development

This domain supports children's ability to explore and interact with their environment. It includes:

- **Perception:** using senses to gather and respond to information
- **Gross motor skills:** using large muscles for movement (e.g., running, jumping)
- **Fine motor skills:** using small muscles for tasks (e.g., drawing, buttoning)
- **Health, safety, and nutrition:** understanding and practicing healthy routines Children's physical well-being is essential to their ability to learn and grow.

For more detail, visit the Head Start Early Learning Outcomes Framework:

<https://www.oregon.gov/ode/students-and-family/Transitioning-to-Kindergarten/Pages/Early-Learning-and-Kindergarten-Guidelines.aspx>

Application & Enrollment Procedures

Eligibility

Children must meet the following criteria to be eligible for enrollment:

- Be **3 or 4 years old** on or before **September 1st** and **not yet eligible for kindergarten**
- Families applying through the **Oregon Head Start Prekindergarten Program (OHSPK)** must complete a Head Start application to determine eligibility
- Children are expected to be **nearly toilet trained**

How to Apply

- Submit an online application at: <https://health.oregonstate.edu/child-development-center/apply>
- Applications are accepted **year-round**
- Families of currently enrolled 3-year-olds may request **re-enrollment** for the 4-year-old year. Priority is given to these families
- Children remain on the **waiting list** until a placement becomes available, or they reach kindergarten age

Need help with the application? Contact: Celeste Scott at 541-737-0792

Enrollment & Placement

There is **no cost** for families enrolled through OHSPK. Enrollment decisions are **made jointly** by the Family Services Coordinator, Director, and Assistant Director.

Enrollment for Head Start children follows the **ERSEA** framework (Eligibility, Recruitment, Selection, Enrollment, and Attendance), one of the ten Head Start Management Systems. This process ensures fair and thoughtful placement based on:

- Classrooms include a **mix of Head Start and tuition-based children**, as well as a balance of genders
- Each classroom accommodates a **maximum of 20 children**
- Special developmental needs

Inclusion & Collaboration

The OSU Child Development Center proudly partners with **Linn Benton Lincoln Education Services District (LBL ESD)** and the **Early Intervention (EI) Program** to support children with special developmental needs. EI staff, parents, and our educators work together to place children in inclusive classrooms and design individualized goals and interventions.

Withdrawing from Preschool

- To withdraw, parents must **submit written notice** to the CDC office
- Tuition charges (if applicable) end on the date the written notice is received
- Children absent for **two consecutive weeks without notice** will be automatically withdrawn.

Preschool Tuition

- Tuition applies only to families **not enrolled in Head Start**
- Billing is managed by the **OSU Accounting Office**
- Tuition must be paid **directly to OSU Accounting**, not to the school
- Payments are made in **9 monthly installments (October–June)**
- Tuition must remain **current** for continued participation

For questions about tuition, please contact the **Director**.

Policies: to view the entire policy and any policies not listed in this handbook please refer to the Policy/Procedure Handbook located at the front desk.

Cell Phone Usage

Appropriate social communication and adult/child interactions are key components in preparing your child for success. Whether you are dropping-off or picking-up your child, when you arrive at the CDC, please turn OFF or MUTE your cell phone.

No Food from Home

To ensure the safety and well-being of all children, the OSU Child Development Center maintains a **No Food from Home** policy. This means that **no food of any kind**—homemade, store-bought, or candy—may be brought into the preschool.

This policy helps us:

- Protect children with food allergies and dietary restrictions
- Maintain consistent food safety standards
- Create an equitable environment for all families

We appreciate your cooperation in keeping our classrooms safe and inclusive.

Birthday Celebrations

We recognize that birthdays are meaningful milestones for young children. While we do not host traditional birthday parties or allow food-based treats, we offer alternative ways to honor your child's special day.

Children are welcome to:

- Bring a favorite book to share
- Choose a special song for group time
- Share a drawing or photo from when they were a baby
- Participate in a classroom activity that highlights their interests

Please speak with your child's **Head Teacher** to explore ideas that make the day memorable in a developmentally appropriate and inclusive way.

Holidays

At the OSU Child Development Center, we recognize and celebrate a wide variety of holidays and cultural traditions throughout the year. Our goal is to create an inclusive, respectful, and joyful environment where children can learn about the diverse world around them through meaningful experiences.

Guiding Principles

- **Inclusivity:** We celebrate holidays from a variety of cultures, religions, and traditions to reflect the diversity of our families and community.
- **Educational Value:** Holiday activities are designed to promote cultural awareness, creativity, and social-emotional development.
- **Family Engagement:** Families are encouraged to share their traditions, stories, and customs with the classroom. We welcome volunteers, artifacts, recipes, and ideas that enrich our celebrations.
- **Child-Centered Approach:** All holiday experiences are developmentally appropriate and sensitive to the needs and comfort levels of young children.

Examples of Celebrations

We may celebrate holidays such as:

- Christmas, Hanukkah, Kwanzaa, Lunar New Year, Diwali, Eid, and other winter traditions
- Halloween, Día de los Muertos, Thanksgiving
- Valentine's Day, Holi, Easter, Earth Day
- Juneteenth, Independence Day, Indigenous Peoples' Day
- Cultural heritage months and family traditions unique to our community

Participation & Sensitivity:

- Participation in holiday activities is always **optional**. We respect each family's preferences and beliefs.
- If a family prefers not to have their child participate in a specific celebration, alternative activities will be provided.
- We strive to avoid commercialized or stereotypical representations and instead focus on authentic, respectful learning experiences.

Communication

Families will be notified in advance of upcoming celebrations. We encourage open dialogue and welcome feedback to ensure our practices remain inclusive and meaningful.

Reporting Child Abuse & Neglect

We are committed to promoting healthy development and positive family relationships. As part of this commitment, we want families to know that **all staff members are mandatory reporters of child abuse and neglect** under Oregon law.

This means we are **legally required** to report any **suspected cases of child abuse or neglect** in accordance with the following statutes:

- ORS 419B.005 to 419B.050
- ORS 124.050 to 124.095
- ORS 430.735 to 430.765
- ORS 441.630 to 441.680
- ORS 146.750

The purpose of these laws is to identify children who may be victims of abuse or neglect and to connect families with services that can help resolve underlying challenges.

If you have questions or need support, the following resources are available:

- **Child Abuse Response Team:** 541-766-6924
- **Corvallis Police Department:** 541-766-6924
- **Benton County Sheriff's Office:** 541-847-5100

Our staff is also here to help families access community resources and support services. If you or someone you know is facing challenges, please contact **Celeste Scott** at **541-737-0792**

Guidance and Discipline

All CDC staff are committed to creating a safe, nurturing, and respectful environment where children can thrive socially and emotionally. We recognize that developing self-regulation and social skills is a learning process for young children, and our staff is dedicated to guiding them with patience, empathy, and consistency.

Purpose

Our guidance and discipline practices are designed to:

- Ensure the safety and well-being of all children and staff
- Support children in learning appropriate ways to interact and resolve conflicts
- Foster the development of self-control, responsibility, and problem-solving skills

Teaching Positive Social Skills

Teachers use a variety of proactive strategies to help children build healthy relationships and behaviors:

- Organizing the classroom environment to minimize conflict
- Planning engaging, developmentally appropriate activities
- Anticipating and preventing challenging situations
- Redirecting children toward positive choices
- Immediately stopping dangerous or hurtful behavior
- Teaching problem-solving and emotional awareness
- Encouraging empathy and respectful communication
- Supporting children in rejoining play after conflict
- Collaborating with families to address persistent behavioral concerns

“Cool-Down” Approach

We do not use “time-out” as a disciplinary strategy. If a child needs space to calm down, they may be invited to sit in a quiet area. A teacher remains nearby to model calming behaviors and, when the child is ready, helps them rejoin the group and resume play in a positive way.

Prohibited Practices

The following practices are strictly prohibited at the OSU Child Development Center:

- **Corporal punishment** (e.g., grabbing, slapping, shaking, hitting)
- **Psychological abuse or coercion**
- **Threats or disrespectful language toward children**
- **Withholding food, outdoor play, or other activities as punishment**

Use of any of these methods will result in immediate disciplinary action.

Code of Conduct: Expectations for All Adults

The CDC expects that all **parents, guardians, and visitors** do not use physical or psychological punishment while at the center or during center-sponsored activities. Aggressive, abusive, or threatening behavior is unacceptable. No staff member may be asked to implement guidance or discipline strategies that violate this policy or related program policies.

Confidentiality

Information about individuals and families associated with the Child Development Center is kept strictly confidential.

- Personal information may only be shared with community service or medical providers **with written permission** from the parent or guardian.
- Within the program, family information is shared on a **“need-to-know” basis** to ensure the safety, well-being, and appropriate instruction of children.

Student Records

FERPA, the Family Educational Rights and Privacy Act, is a U.S. federal law that protects the privacy of student education records, granting parents and students the rights to access, review, and seek to amend these records. The OSU Child Development Center follows the regulations of the **State of Oregon** regarding the maintenance, access, and transfer of student records. These policies are designed to protect student privacy and ensure transparency for families.

Permanent Records

Each child's permanent record includes:

- Full name
- Birthdate
- Parent/guardian names
- Date of entry into the program
- Attendance history
- Date of withdrawal

For more information, the **Oregon Administrative Rules for Student Education Records** are available online at:

https://www.oregon.gov/ode/students-and-family/Documents/oar_for_student_records.pdf

Teacher's Educational Notes

Throughout the year, teachers may observe and document aspects of your child's development. These notes help:

- Inform curriculum planning
- Support individualized learning
- Guide parent-teacher conference discussions

All written observations are **destroyed at the end of your child's participation** in the program.

Transfer of Records (OHSPK)

Parents of children enrolled through the **Oregon Head Start Prekindergarten Program (OHSPK)** may request that their child's records be transferred to a public school or another early childhood program. These records may include:

- Educational documentation
- Health and developmental screening results
- Assessment information

Records will be transferred **only upon written request** from the child's legal parent or guardian.

Transition to Kindergarten

When your child transitions to kindergarten, you may be asked by the elementary school to sign a release form allowing preschool staff to share relevant information with the kindergarten teacher. We will respond to these requests **only with signed consent** from the legal parent or guardian.

Accessing Records

Parents may view their child's records by submitting a **written request** to the CDC Office. Arrangements will be made for you to review the records with an appropriate staff member.

You also have the right to submit **written amendments** to your child's records to ensure they are accurate, complete, and in compliance with privacy protections.

Concerns or Complaints

Parent Concerns & Complaint Resolution

We value your input and are committed to maintaining open, respectful communication with families. If you have a concern or complaint, we encourage you to follow these steps to ensure it is addressed promptly and appropriately:

Step 1: Direct Communication

Start by speaking with the person most closely connected to the concern:

- Your child's **Head Teacher**
- **Celeste Scott**, Family Services Coordinator
- **Dana Crawford**, Assistant Director / Health & Nutrition Coordinator

Step 2: Program-Level Support

If your concern is not resolved or you need additional information, contact:

- **Kathleen McDonnell**, Program Director 541-737-2516

Step 3: External Support & Escalation

If you continue to have concerns, feel uncomfortable discussing the issue with Center staff, or believe your concern is not being addressed, you may contact:

- **General Program Concerns: Marilyn Thompson**, School Head 541-737-7960
- **Parent Advocacy: Parent Policy Council** (via the CDC Office)
- **Licensing Concerns: Melanie Martin**, Child Care Division 917-718-4323 (*Note: CCD does not intervene in financial matters*)
- **Food Program Concerns: USDA Child Nutrition Program** 866-632-9992

We are here to support you and your child. Please don't hesitate to reach out—we're committed to working together to ensure a positive experience for every family.

Field Trips

Field trips are a valuable part of our curriculum. All off-campus campus field trips require **prior written permission** from a parent or guardian. On-campus field trips do not require prior permission from a parent or guardian.

- Children **will not be allowed** to participate in off-campus field trips without a signed permission slip. **No Exceptions**
- Families will be notified **in advance** of all field trips.
- Consult your classroom's **weekly newsletter** for notices of walking field trips on campus.

Parking

Families may use the **10 designated parking spots** marked "CDC Families & Visitors." These are located:

- Along the **north side of the building** in the drive-through area
- In the **parking lot between posted signs**

Important Guidelines:

- Parking is allowed **only during drop-off and pick-up times. Any cars left in our spaces will be ticketed and/or towed.**
- If you need to stay longer than 15 minutes, please notify a staff member
- **Do not park** along the **yellow lines**, these are reserved for school/dial-a-bus services
- Note: An **OSU-issued paid permit** is required to park in any other OSU campus lots

Other Transportation Options:

- Bicycle parking is available at **Bates Hall**
- The **OSU shuttle** travels to central campus from various edge locations
- The **Corvallis city bus** stops at **26th & Monroe Streets**, one block north of the CDC

Emergency Contact & Arrival/Departure Plans

Emergency Contacts:

- List all authorized individuals on your child's **Emergency Information Form**
- **Update** this list as needed throughout the year
- Children **will not be released** to anyone **not listed** on the form
- Staff will request photo identification for anyone other than the parent or legal guardian

Arrival & Departure:

Arriving to school at start-time and staying until the end of class is extremely important for all children. Children feel more secure when their arrival and departure times are consistent with their peers. Children who arrive late or leave early miss opportunities for many crucial learning experiences and time spent developing social skills and friendships.

- Please **arrive and pick up on time** to support classroom routines and university student schedules
- Parents/caregivers must **drop off and pick up children directly with program staff**

Building Access:

- Bates Hall is a secure building
- The foyer door is **locked during class hours** and will be **unlocked 15 minutes before** class begins and ends
- If you arrive outside these times, **please ring the doorbell**

Daily Sign-In/Out:

- Teachers will sign children in and out each day
- If you expect to arrive late, please notify your child's teacher or the front desk
- For early pick-up, inform the teachers in advance so they can prepare your child and escort them to you

If Your Child Will Be Absent from Preschool

Please call your child's Head Teacher or Front Desk if your child is ill or will not be attending preschool. (See the phone numbers above.) Teachers need to track attendance, and this will help us keep aware of any general health concerns.

Family Emergencies

Tell your child's Head Teacher if there are serious or emergency family issues that may affect your child's preschool day. Teachers can help children to process their feelings about serious illness or death of a family member or pet, parent separation/divorce, custody issues, and unemployment.

Inclement Weather/ School Closures

Please refer to the **Weather Policy** found on our website.

Education Services

Guiding Principles for Early Education

- **Individual Growth:** Children thrive in a caring and supportive environment that respects their uniqueness and encourages self-discovery.
- **Inclusive Community:** We welcome children at all developmental levels, including those who speak home languages other than English.
- **Collaborative Learning:** Early learning is most effective when it involves cooperation among children, families, teachers, and support personnel.
- **Family Partnership:** Parents, teachers, and specialists work together to set goals and strategies that support each child's development.
- **Community Atmosphere:** Families are supported through parent involvement activities, family socials, and shared decision-making opportunities.
- **Evidence-Based Practice:** Our curriculum and assessments are grounded in research and best practices in early childhood education.

Nutrition Services

Coordinator: Dana Crawford, Health & Nutrition Coordinator 541-737-1901

Morning Snack & Lunch

The OSU Child Development Center participates in the **USDA Child Nutrition Program***, (non-discrimination and language assistance accommodation statements can be found on the last page of the Handbook). Meals are prepared and delivered by the **Corvallis School District** and include beef, poultry, dairy, and eggs. We also serve fresh, local fruits and vegetables whenever possible.

Important Notes:

- We **do not serve** any nuts (peanuts, tree nuts, etc.) or any pork products
- **Special diets** (e.g., vegetarian, allergy-sensitive) can be accommodated—please contact Dana Crawford.
- **No food from home** is allowed to ensure food safety and allergy protection. This includes homemade and store-bought items. No food served will come from home kitchens.

Family-Style Meal Service

We implement meal and snack times in ways that support development and learning. Meal and snack times are structured and used as learning opportunities that support teaching staff/child interactions and foster communication and conversations that contribute to a child's learning, development, and socialization skills. The OSU CDC uses the Family Style Meal standard to meet these requirements. In addition:

- Children are provided with sufficient time to eat.
- Children are **never forced to eat**

- Teachers engage children in conversation and promote a calm, positive mealtime experience

Nutrition in the Classroom

Nutrition is integrated into classroom learning through engaging activities such as:

- Tasting tables/activities
- Seed planting and gardening
- Food preparation and cooking experiences
- Dramatic play themes like grocery stores and farmers markets

Health & Safety Services

Coordinator: Dana Crawford, Health & Nutrition Coordinator 541-737-1901

Health and safety services are coordinated to support the well-being of every child. Please reach out to Dana with any questions or concerns related to health, nutrition, or safety.

Daily Health Check & Recordkeeping

A Daily Health Check (Pass/Fail) is conducted daily for all children entering the classroom.

Feeding Support

Breast-feeding adults will be provided with a private, sanitized space.

Sickness & Injury at Preschool

- If your child becomes ill, we will contact you to pick him/her up **as soon as possible**.
- Your child will be made comfortable in a separate area until you arrive.
- Please keep your **contact information updated** so we can reach you quickly.

Minor Injuries ("Ouchies")

- Teachers will inform you of any minor injuries and the care provided.
- If your child is unable to return to play, we will call you and complete an **Accident Report** for you to sign at pick up time.
- If your child sees a medical provider following an injury, please notify us. We are required to report such incidents to the **Oregon Child Care Division**, and **accident insurance coverage** may be available.

Emergency Situations

- In case of a serious emergency, we will call **911**, administer first aid, contact you, and stay with your child until you arrive.

Emergency Drills & Evacuation

We conduct **monthly emergency drills** to help children and staff practice safe responses to fire, earthquake and other emergencies.

Evacuation Procedures

- Children will be moved to a safe location first.
- Families will be contacted via **text, email, or phone** by CDC staff or emergency officials.
- Please keep your **emergency contact information current**.

Evacuation Locations

- Primary: **Hallie Ford Center** (directly south of Bates Hall)
- Secondary: **OSU Women's Building** (one block south of Bates Hall)
- If these are unsafe, we will relocate as directed by emergency personnel and notify parents/guardians accordingly.
- Staff will remain with your child until they are reunited with you or your emergency contact.

Lockdown Procedures

- A “lockdown” is initiated when it is unsafe to enter or exit the building.
- We will contact families **as soon as emergency personnel give clearance**.
- Please bring **photo identification** when picking up your child.

WHEN TO STAY HOME FROM PRESCHOOL

Keep your child home if he/she has:

- A temperature of **100.0° or higher**
- Severe cough (frequent or ‘wet’)
- Diarrhea or Vomiting
- Unexplained Rash or Sores
- Headache with Stiff Neck
- Sore Throat
- Yellowish skin or eyes
- Conjunctivitis (“Pink Eye” is a better word).
- Head Lice – *until confirmation of treatment*
- Difficulty Breathing or Wheezing
- Complaints of Severe Pain
- Diagnosed with a Contagious Illness – please contact the HNC

Please keep your child at home until symptom-free for 24 hours

OSU and the CDC are Tobacco-Free Environments. Smoking of any substance is prohibited on the OSU campus. No one may smoke, inhale, dip, or chew or use smokeless tobacco within sight of the children when participating in program activities.

We make many efforts to keep your child safe and our program healthy.

Immunization records

Oregon law requires that children have certain immunizations before entering the classroom. Please be sure that we have current health information including immunizations. We also recommend your child have a recent well-child check before attending.

Special health concerns?

If your child has special health concerns that will affect his or her participation in the preschool program, please contact the Health & Nutrition Coordinator, Dana Crawford at (541-737-1901), and talk to your child’s Head Teacher. We want to work with you to make the preschool experience healthy and appropriate for your child. A physician’s input and a written plan may be required for children who have special health or medical needs.

Does your child need medication while at preschool?

CDC Staff may only administer medication with signed consent. Your child’s medication will remain at preschool in a locked container until needed. Please check in with Dana if your child needs medication at school.

Family Services

Celeste Scott, Family Services Coordinator (FSC)

Family Support Coordinator (FSC): Partnering with Families

The Family Support Coordinator (FSC) plays a vital role in supporting Head Start families throughout the program year. Their mission is to provide personalized services that empower families and promote school readiness for every child.

What Families Can Expect

The FSC offers a wide range of support, including:

- Connecting families with community resources
- Assisting in the creation and achievement of family goals
- Supporting parents in preparing their children for kindergarten
- Promoting school readiness skills through collaborative planning

Families will receive ongoing communication from the FSC, who will schedule **Home Visits** at times that are convenient and respectful of each family's needs. These visits are designed to strengthen the partnership between home and school.

Collaboration & Confidentiality

The FSC works closely with classroom teachers to ensure a holistic approach to each child's development. They are available to offer guidance, answer questions, and provide support whenever needed. Above all, the FSC is committed to maintaining your family's privacy and building a relationship based on trust and respect.

Opportunities for Parent Involvement

Support Your Child's School Success

- Encourage **daily attendance** and timely arrival/departure
- Ensure your child is **well-rested and dressed for active play**
- Provide seasonal gear (boots, hats, mittens) for outdoor comfort

Family Socials & Events

- Attend **Family Socials and Family Nights**—check your newsletter for updates

Classroom Parent Group

- Meet **twice per term** with Head Teachers and other parents to share ideas and build community

Parent Policy Council (PPC)

Head Start Performance standards require that each Head Start program has an active Policy Council.

The Policy Council meets monthly for ~2 hours at a time and date that meets the needs of the parents. The PPC is the parent's voice in planning and decision making and is comprised of parents of currently enrolled children and community representatives. The PPC does not independently make decisions or have any responsibilities for the operation of the program. It serves as the link between parents, leadership, and the Faculty Board. Members represent their child's class and serve for one year

Parent Education Events

- Held **monthly**, with topics based on parent surveys

Community Partnerships

CDC staff actively participate in community service boards and stay informed about local resources. We connect families to **education, health, nutrition, and social services**, and advocate for the needs of children and families in our community.

Annual Program Evaluation

- Conducted each spring under PPC guidance
- Parent feedback informs **program improvements and policy development**

***USDA Nondiscrimination Statement**

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by: 1. mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; or 2. fax: (833) 256-1665 or (202) 690-7442; or 3. email: Program.Intake@usda.gov This institution is an equal opportunity provider.

Notification of Free Language Assistance and Accommodations

Free language assistance, auxiliary aids, and/or accommodations are available upon request. Please contact:
OSU Child Development Center 110 SW 26th St. Corvallis, OR 97331 Phone: (541)737-8261 Fax: (541)737-5579
Email: osu.cdc@oregonstate.edu